

U.S. MISSION, PAKISTAN - EMBASSY, ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 12-15

OPEN TO: All Interested Candidates
POSITION: **Outreach & Communications Specialist**
GRADE: FSN-11; FP-4*
POSITION NO: I-01865
WORK HOURS: Full-time; 40 hours/week
*Not-Ordinarily Resident: US\$61,759 p.a. (Starting salary)
(Position Grade: FP-4 to be confirmed by Washington)
*Ordinarily Resident: Rs.2,518,042 p.a. (Starting salary)
(Position Grade: FSN-11)

OPENING DATE: February, 02, 2012
CLOSING DATE: February 15, 2012

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking an individual for the Outreach & Communications Specialist position in the Executive Office.

BASIC FUNCTION OF POSITION:

The incumbent directly advises the Embassy's Front Office and section heads on how to understand and work with Pakistani government and society. The incumbent is a key advisor for the Ambassador's strategic communications and outreach efforts throughout Pakistan. Provides advice and recommendations on the most sensitive issues dealing with Pakistani government and society to advance Mission's objectives. Provides the Ambassador and Deputy Chief of Mission with assessments, advice, and information on the general situation in Pakistan. The incumbent directly advises the Ambassador, DCM, and senior staff on arrangements for Congressional delegations and VIP visits, official and social events, and frequent meetings with the most senior government officials.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

1. EDUCATION: Completion of 16 years of education in political affairs, economics, business administration, journalism, media or public relations is required.

2. EXPERIENCE: Eight years of progressively responsible experience in public relations, protocol, diplomacy, journalism, business administration, including experience working at the international level in diplomatic and political environments is required.

3. LANGUAGE: Level IV (fluent) Reading/Writing/Speaking of English and Urdu is required. Must be able to translate and interpret the both languages precisely. Language skills may be tested.

4. KNOWLEDGE: Needs to possess highly specialized knowledge of Pakistan's political, economic, and social structures and key officials in the federal, regional, and provincial governments and linguistic communities. In-depth knowledge of Pakistan's government structure, ministries and institutions is required. Knowledge of American and Pakistani social customs, procedures, and protocol, including a strong understanding of U.S. Government administrative procedures and institutions is required. Must have a knowledge of broad range of current working contacts in Pakistani government, diplomatic, business, academia, media, and other circles. Must have complete knowledge of diplomatic terminology and protocol; order of precedence; titles and forms of address; proper styling of invitations; requirements for official entertaining; and ceremonial etiquette.

5. ABILITIES & SKILLS: Incumbent must have excellent interpersonal skills, with the ability to develop and maintain relationships with key contacts in all sectors of the Pakistani society. Must possess excellent English and Urdu writing skills for substantive and routine correspondence. Incumbent must be able to work with minimum supervision, exercise good judgment, and adjust quickly to the rigorous demands of the Ambassador and the Deputy Chief of Mission. Incumbent must be proficient in Microsoft Office Suite and be able to manage Contacts Database software program.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their completed [DS-174](#) (Application for Employment as LE Staff) by e-mail submission only at PakJobs@state.gov. The Vacancy Announcement Number (e.g. 12-15) must be mentioned in the subject line of the email.

Please include all documentation regarding academic, professional and job related experience certificates/letters with your application. Incomplete applications or submissions received after the closing date will not be considered. Only those candidates meeting all the requirements will be contacted for a test/interview. To review all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: February 15, 2012

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.